

Opening Date: August 28, 2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-93
Monthly Salary: \$7,084*
Group/Class: B25 / 1603
Travel: 5%
Division: Information Technology
Number of Positions: 1
Position Number: 1228

*Salary commensurate with experience

JOB VACANCY NOTICE

Manager, Project Management Office (Manager IV)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Responsible for advanced (senior-level) managerial work administering the daily operation and activities of the Project Management Office section. Under the direction of the Information Technology Director, work involves establishing goals and objectives; developing guidelines, procedures, policies, rules and regulations; developing schedules priorities and standards for achieving established goals; coordinating and evaluating section activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns and supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Provides effective leadership and management of the Project Management Office section.
- Manages all project activities within the section, providing technical direction and guidance.
- Works with other section managers to ensure that system development processes and procedures are developed and followed, including procedures for project management and software development lifecycle methods.
- Ensures that all Information Technology Division rules and requirements are followed, including rules for websites and the project delivery framework.
- Monitors and reports section work activities.
- Authorizes section hiring, separations, disciplinary actions and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities through performance plans, and monitors and measures performance against goals.
- Evaluates section performance and recommends and leads improvements.
- Supports section administrative requirements related to organization, budget and personnel.
- Ensures the provision of quality customer service from the section to both internal and external customers.
- Interacts with customers at various levels and establishes exceptional customer service through rapid response to user issues.
- Works with other section managers to evaluate emerging software technologies, determining the selection of commercial off the shelf versus custom application software.
- Works with other section managers to assist the Director of Information Technology in the Information Resources Manager responsibilities.
- Works with other section managers to assist the Director of Information Technology in assuring that projects, applications and resources are aligned with the agency's business goals and objectives.
- Works with other section managers to assist the Director of Information Technology in assuring that the agency is in compliance with applicable statutes, rules and regulations.

Minimum Qualifications

- Graduation from an accredited college or university with major course work in Computer Science, Information Science, Information Technology or a related field.
- Relevant experience may be substituted for college education on a year-for-year basis.
- Five years of progressively responsible information technology experience.
- Three years of experience managing significant information technology projects, services and staff.
- Certified Project Management Professional (PMP).

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Preferred Qualifications

- Experience in project management and application development with a State or other government organization.

Knowledge, Skills, and Abilities

- Knowledge of project planning and management, milestone definition, requirements definition, resource allocation and project reporting.
- Knowledge and experience with the Software Development Life Cycle (SDLC).
- Knowledge and experience with project management methodologies.
- Knowledge and experience with leading the design, development and maintenance of Internet and Intranet web pages and applications.
- Knowledge of Microsoft Project for developing and maintaining project schedules.
- Knowledge of applicable state laws and regulations relevant to the management of Information Technology resources in State agencies.
- Skill in providing excellent customer service, both internally and externally.
- Skill in leading meetings and resolving conflict.
- Skill in decision making and problem solving.
- Proven ability to successfully build multi-disciplinary teams and facilitate collaboration with others.
- Proven ability to communicate effectively, in person, on the phone and/or in writing.
- Proven ability to initiate/manage multiple projects or assignments in a deadline-oriented environment.
- Proven ability to plan and oversee projects so that they are completed on time, within budget and meet customer requirements.
- Proven ability to interact and communicate technical information effectively with a wide variety of customers and other stakeholders.

Remarks

- Copy of required official academic transcripts and/or licensures must be submitted at time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.
- Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. An acceptable driving record must be presented at the time of interview.